



MOTOR VEHICLES, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	MOTOR VEHICLES, DEPARTMENT OF	RELEASE DATE:	Tuesday, July 27, 2010
POSITION TITLE:	CEA 2, Region Administrator - Region VIII	FINAL FILING DATE:	Wednesday, August 11, 2010
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	07272010_4

POSITION DESCRIPTION

Under the administrative direction of the Deputy Director, Field Operations Division, the Region Administrator is responsible for the overall management and operation of Department of Motor Vehicles (DMV) field offices in the Region VIII area, which incorporates San Diego & Imperial Counties and the south eastern portion of Riverside County. This position is responsible for coordinating and directing the region's office managers in the effective implementation of departmental programs, objectives and operational goals, and in creating an environment that facilitates a smooth and timely flow of DMV workload and public services. In this capacity, the incumbent has broad managerial responsibility for field office functions related to vehicle and vessel titling, driver licensing and personal identification within their designated region, and directly supervises approximately 19 field offices with managers ranging in level from Manager I, DMV to Manager V, DMV.

The Region Administrator is also responsible for the communication of directives and policy decisions, approving disciplinary actions, maintaining community relations, conducting short and long range planning, making workload projections and budgetary decisions, and the selection and training of management personnel within the region. Additionally, the position coordinates with other Regional Administrators to ensure consistency and effectiveness of statewide departmental field operations.

Specifically this position:

Formulates regional objectives, programs and goals; establishes priorities for their achievement, and reviews and adjusts personnel relative to objectives and plans. Reports progress and makes recommendations to the Deputy Director. Identifies and initiates changes to policy, procedure or law which will assist the division to meet its objectives.

Directs office managers in effective implementation of driver licensing and motor vehicle registration programs, and achievement of specific operational goals. Emphasizes high quality

performance in maintaining effective public relations, providing supervisory and employee development opportunities, and complying with established policies and procedures.

Conducts regularly scheduled field visits to evaluate operational performance in the region. Corrects operational deficiencies within established guidelines and recommends to the Deputy Director changes required to meet new management or operating requirements.

Reviews, adjusts, and finalizes office budgets at the regional level for inclusion within the overall divisional budget, and through allocation of budgeted resources, and administers the regional budget within the approved limits.

Counsels office managers collectively and individually, through regularly scheduled meetings and training sessions, in new and/or changes in plans, policies and procedures, and ensures effective implementation.

Implements staffing standards in region and transfers personnel or workload among offices to meet operating requirements.

Implements training and personnel development programs in the region through the divisional training coordinator.

Makes recommendations to the Deputy Director concerning regional facility needs, including location, size and basic configuration of field offices. Implements approved facility plans in cooperation with other branches and state agencies involved in facility management.

Develops and maintains cooperative relationships with the public, news media, legislative members, governmental agencies, groups and associations that are interested in departmental goals and objectives.

During a job action, ensures that priority services of the department continue in pre-designated offices. Makes decisions to adjust personnel in the field offices, and establishes a reporting system to keep Headquarters fully apprised of events in a timely manner. In the event of an emergency, implements the approved Emergency Operation Plan. (Type and breadth of implementation depends upon type and extent of emergency.)

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors

and attorneys.

DESIRABLE QUALIFICATION(S)

Describe your knowledge and understanding of the role, responsibilities and current issues of managing a large geographic region with multiple offices.

Describe your experience in using data to measure performance, assess outcomes, formulate action plans and align goals to prioritize staff efforts.

Describe your ability to articulate vision, develop and implement plans that advance the Department's mission, motivate and inspire others, and ensure accountability for effective performance.

Describe your experience with large customer service organizations including your knowledge of customer service principles.

Describe your demonstrated ability to communicate effectively with a variety of individuals and organizations and other state and local governments.

Describe your experience in personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff, including achieving planned objectives and outcomes; knowledge of customer service, training, staff motivation, recognition and development, and progress discipline.

Describe your working knowledge of the California state budget process and your experience in budget management.

Describe your knowledge of the state civil service system, employee/employer relations, employee development, grievance process and equal opportunity program.

Describe your knowledge of sound organizational, tactical and strategic planning.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA 2, Region Administrator - Region VIII**, with the **MOTOR VEHICLES, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

Interested applicants must submit both 1 and 2 below: (Applicants who fail to submit both items will be disqualified from the examination)

1. A completed Standard State Application (STD 678), which includes civil service titles and dates of experience.
2. A Statement of Qualifications. The Statement of Qualifications: • is a narrative discussion of how the applicant's education, training, experience, knowledge and skills meet the DESIRABLE QUALIFICATIONS for the position; • serves as documentation of the applicant's ability to present information clearly and concisely in writing; • must be typed; and • must be no more than two pages in length, with font no smaller than Arial 10 point.

Resumes do not take the place of the Statement of Qualifications

FILING INSTRUCTIONS

Interested applicants must submit:

Applications must be submitted by the final filing date to:

MOTOR VEHICLES, DEPARTMENT OF, Human Resources Division
2570 24th Street, 1st Floor Lobby, Sacramento, CA 95818
Delica McCann | 916-657-7553 | dmccann@dmv.ca.gov

ADDITIONAL INFORMATION

All Standard State Applications and Statement of Qualifications must be received no later than 5:00 p.m. on the final filing date of August 11, 2010.

Emailed Standard State Applications and Statement of Qualifications will not be accepted. You may fax a copy of your Standard State Application and Statement of Qualifications to ensure receipt by the Selection and Certification Unit to Delica McCann at (916) 657-5848. Faxed copies of the Standard State Application and Statement of Qualifications must be followed up by the original Standard State Application and Statement of Qualifications post marked no later than the final filing date to the address indicated above.

Standard State Applications and Statement of Qualifications delivered in person must be placed in the Examination Drop Box by 5:00 p.m. on the final filing date. Standard State Applications and Statement of Qualifications received via interoffice mail after the final filing date will not be accepted.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The MOTOR VEHICLES, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>